

**Subject:** Re: Discuss IT transition for CCA move  
**From:** Suzanne Holley <sholley@ccala.org>  
**Date:** 08/17/2017 05:18 PM  
**To:** Elisabeth Cutler <ecutler@downtownla.com>  
**CC:** Nhien Lasky <nlasky@ccala.org>, Tina Oh <toh@ccala.org>

This makes sense. Thank you!

On Aug 17, 2017, at 4:22 PM, Elisabeth Cutler <[ecutler@downtownla.com](mailto:ecutler@downtownla.com)> wrote:

Disposal of Computer Equipment and E-Devices:

I confirmed with Crimson IT that Jose will evaluate all the computer equipment and devices currently stored in the IT room and identify all the inoperative and obsolete items. Please note that disposing these items requires some security steps that Crimson IT will provide as follows:

- § Removal of all hard drives
- § Destroy all hard drives onsite at their office
- § Destroy all back up tapes onsite at their office
- § Coordinate proper disposal of e-waste with third party

Ideally, this should be done only once so I recommend both CCA and DCBID look through their workspace and storage areas for any equipment that needs to be discarded (including the Mail Room!) before we schedule the date with Crimson IT.

Please let me know if there's anything else that should be included in this process. Thank you!

Elisabeth

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**From:** Suzanne Holley [<mailto:sholley@ccala.org>]  
**Sent:** Thursday, August 17, 2017 9:31 AM  
**To:** Elisabeth Cutler  
**Cc:** Nhien Lasky; Tina Oh  
**Subject:** Re: Discuss IT transition for CCA move

Let's reschedule for later this afternoon then. Thanks.

On Aug 17, 2017, at 8:45 AM, Elisabeth Cutler <[ecutler@downtownla.com](mailto:ecutler@downtownla.com)> wrote:

Metro has stop train service at Universal and they are providing bus shuttles to downtown. I will not be in the office in time for this meeting.

Sent from my Sunny LA

On Aug 17, 2017, at 8:08 AM, Nhien Lasky <[nlasky@ccala.org](mailto:nlasky@ccala.org)> wrote:

Sounds good. We can call you.

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**From:** Suzanne Holley  
**Sent:** Thursday, August 17, 2017 8:08 AM  
**To:** Nhien Lasky; Tina Oh  
**Cc:** Elisabeth Cutler  
**Subject:** RE: Discuss IT transition for CCA move

Please note that I am off-site this a.m. Can we still have this meeting and include Elisabeth? She is going to be coordinating the move on our end. I can call in.

Thanks.

Suzanne

-----Original Appointment-----

**From:** Nhien Lasky  
**Sent:** Wednesday, August 16, 2017 12:01 PM  
**To:** Nhien Lasky; Tina Oh; Suzanne Holley  
**Subject:** Discuss IT transition for CCA move  
**When:** Thursday, August 17, 2017 9:30 AM-10:00 AM (UTC-08:00) Pacific Time (US & Canada).  
**Where:** Suzanne's office

Sorry ladies, can we move this up to 9:30? We now have an interviewee coming in at 10. Thanks!